



# JOB OPPORTUNITY

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**Announcement Number:** 06-322  
**Position Title:** **Hand Bookbinder**  
**Series and Grade:** KB-4402-00  
**Salary Range:** \$23.68 - \$29.60 PH plus 10% Night Rate, when applicable (All new hires to GPO must start at \$23.68, receiving a 5% pay raise each year for 4 years to reach the full pay rate.)  
**Promotion Potential:** None  
**Opening Date:** 01/27/06  
**Closing Date:** 02/17/06  
**Location of Position:** Plant Operations, Production Department, Binding Division, WASHINGTON, DC  
**Number of Openings:** Multiple  
**Type of Appointment:** Permanent  
**Work Schedule:** Full-time, Various shifts: Shift 1: 7:30 a.m. – 4:00 p.m., Shift 2: 3:30 p.m. – 12:00 a.m., Shift 3: 11:30 p.m. – 8:30 a.m.  
**Who May Apply:** All U.S Citizens

## **ABOUT THE GPO:**

Today, the GPO is at the epicenter of technological change as it embraces its historic mission while looking to the digital future. The men and women of the GPO are hard at work transforming the agency into a digital information processing facility that will continue Keeping America Informed into the 21st century and beyond. Come be a part of history in the making as the largest information processing, printing, and distribution facility in the world transforms into a revolutionary digital facility.

## **MAJOR DUTIES:**

The incumbent performs a full range of tasks required for binding books by hand. Hand operations involve working with blank books, loose-leaf binders, leather and cloth lace, and case styles of binding, and custom boxes (clamshells and slipcases). Hand binding operations must be produced under Library Binding Institute Standards. Incumbent performs hand finishing and stamping using gold, foil, and ink. The incumbent has responsibility for setting-up, adjusting, and operating Library equipment, (e.g., Kensol Stamping). The process includes stamping a wide range of materials, such as leather, cloth, paper, and vinyl. Performs other related duties, as assigned.

## **QUALIFICATIONS NEEDED:**

Applicants must meet the following screen out element, job element #1 below, to be considered eligible for this position: *Ability to do the work of a Hand Bookbinder with normal supervision.* Applicants must have experience and/or training of sufficient scope and quality to independently perform the duties typically required of a Hand Bookbinder at the journeyman level. These duties require skill in performing hand bookbinding techniques and using library binding equipment, stamping a wide range of materials such as leather, cloth, paper, and vinyl, and adhering to quality standards.

## **HOW YOU WILL BE EVALUATED:**

Continued on Reverse Side

Your overall background of experience, education and training will be evaluated to determine to what degree you possess the knowledges, skills, and abilities listed (KSA) in the job elements below. Your narrative responses should explain how your experience, education, and training demonstrate that you possess each KSA. When responding to the job elements, please be sure to explain how often you used the skills, the complexity of the knowledge you possess, and provide examples of problems you have handled and the results that were achieved. Please limit your narrative response statements to one page per job element.

**Job Elements for this position:**

1. Ability to do the work of a Hand Bookbinder with normal supervision (**SCREEN OUT**). Describe experience and training you have had that demonstrates your ability to work independently as an Hand Bookbinder. Please give specific examples detailing the kinds of instructions you receive(d) from your supervisor in performing hand bookbinding duties.
2. Knowledge of the functions, operations, and procedures pertaining to various bindery equipment and hand operations. Please provide specific information about the name and type of equipment operated and hand operations performed.
3. Knowledge of Lace and Case styles of bookbinding, box making, hand finishing, and foil stamping.
4. Ability to perform minor equipment maintenance following assessment of problematic area. Please provide specific information about your role in assessing equipment problems and performing maintenance
5. Knowledge of materials used to manufacture Library/Hand Bound Books. Please provide specific information about the type of materials used and products produced.
6. Knowledge of the Library Institute Binding Standards.

**HOW TO APPLY:**

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you may lose consideration for the job.

**STEP 1:** Complete a resume or an Optional Form 612 “Optional Application for Federal Employment” (OF-612). The OF-612 is available electronically at [http://www.opm.gov/forms/pdf\\_fill/of612.pdf](http://www.opm.gov/forms/pdf_fill/of612.pdf). If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number. To assist you in sending in a complete resume, use our checklist at: [http://www.gpo.gov/careers/pdfs/Resume\\_Checklist.pdf](http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf).

**STEP 2:** Prepare separate narrative responses to each of the job elements listed in this announcement.

**STEP 3:**

**Current and Former Federal Employees:** Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal as proof of status or reinstatement eligibility. GPO Employees may obtain a copy of their SF-50 and Performance Appraisal from the Human Capital Business

Center in Room C-106. All time in grade requirements must be met by the closing date of this announcement.

Applications will be accepted from both status and non-status candidates. Status candidates who wish to be considered under both merit promotion and competitive procedures must submit two (2) complete applications. When only one (1) application is received, it will be considered under merit promotion procedures only.

**Veterans:** Attach a copy of your most recent DD-214, "Certificate of Release or Discharge from Active Duty" or letter from the Veterans Administration documenting your military service. If you are claiming 10-point veteran's preference, you must also attach an SF-15 "Application for 10-Point Veterans' Preference" plus the proof required by that form. For more specific information about your veteran's preference and eligibility, please visit <http://www.opm.gov/veterans/>.

**Applicants with Disabilities:** If you are seeking an excepted appointment based on a disability, please attach a certification from a State or District of Columbia rehabilitation counselor indicating that you can perform the duties of the position and are eligible for an excepted appointment based on a physical or mental disability.

**STEP 4:** Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO using the information below.

**Send your complete Application Package to:**

Application Processing, STP: HCD  
U.S. Government Printing Office  
732 N. Capitol Street, NW  
Washington, DC 20401  
FAX: (202) 512-1292  
Email: [applicationprocessing@gpo.gov](mailto:applicationprocessing@gpo.gov)

**For Additional Information please contact:**

Plant Operations Human Capital Department  
Kristy Kaptur  
Phone: (202) 512-1308  
TDD: (202) 512-1519

**Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement. Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.**

**Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.**

**PRE-EMPLOYMENT CONSIDERATIONS:**

Selectees must successfully pass a drug test, physical, strength test, and background check before appointment. Current GPO employees are not subject to these requirements.

GPO may pay relocation costs.

**BENEFITS:**

The Federal government offers a number of exceptional benefits to its employees. We offer a broad array of benefits programs and family friendly flexibilities to meet your and your family's needs. These benefits include, but are not limited to: health care, life insurance, flexible spending and dependent care accounts, annual and sick leave, long-term care insurance, and retirement savings plans. For more information about these benefits, please visit <http://www.usajobs.opm.gov/ei61.asp>.

**GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.**

**GPO is an equal employment opportunity employer.**